

**FRANKLIN COUNTY CHILD SUPPORT
ENFORCEMENT AGENCY
80 E. Fulton Street
Columbus, Ohio 43215**

J O B A N N O U N C E M E N T

POSITION TITLE: Administrative Hearing Officer (Non-Bargaining) **PCN:** 081408

DEPARTMENT: Administration

SUPERVISOR: Lori Torriero, Assistant Director

PRIMARY RESPONSIBILITIES: Under the supervision and direction of the Assistant Director, conduct all Administrative Hearings required by statute or rule. Review and assess testimony and evidence. Conduct legal research and prepare legal documents. Responsible for writing recommended decisions, setting forth issues, findings of fact, conclusion of policy and final resolution of appeal including instructions for necessary corrective action. Train agency personnel and the community at large in the area of Administrative Review and Hearings, and specifically the proper use and application of the Ohio Child Support Guidelines. Respond to correspondence and/or conduct personal interviews with appellants, general public or attorneys. Maintain statistics and prepare statistical reports. Review child support cases to access case status, recommend actions to be taken, and implement appropriate actions. Work closely with appropriate personnel to develop and improve Agency recommendations. Preserve and protect the confidential nature of any information maintained by the Agency.

QUALIFICATIONS: Graduate from an accredited law school, admitted to practice before the Ohio Bar, registered and in good standing with the Ohio Supreme Court is preferred. Desire someone familiar with personal computers and child support related statutes. 24 months training or experience in state and/or federal laws, rules and procedures applicable to issues under appeal/review for assigned agency of which 12 months involved writing business correspondence or preparation of reports; or 18 months experience as a Child Support Officer; **or** Juris Doctorate; **or** successful completion of paralegal program; 12 months paralegal or adjudicative hearing experience as hearing office or assisting in representation of appellant/appellee in litigation.

SCREENING CRITERIA:

- Experience in legal research and legal documents.
- Experience in writing complex reports.
- Experience in hearing processes and hearing procedures.
- Experience in setting forth issues, finding of facts and writing recommended decisions.
- Experience in computer and software programs.
- Experience with child support enforcement statutes.

DEADLINE FOR APPLYING: Thursday, February 11, 2010

STARTING SALARY: \$25.60/hour, plus a comprehensive benefits package.

If interested, apply on-line at www.franklincountyohio.gov/commissioners/hr

-EOE-